

COURT REPORTER / RECORDER / OPERATOR CERTIFICATION RENEWAL APPLICATION

All court reporters, recorders, and operators shall register with the State Court Administrative Office by August 1 of each year for certification to be renewed. Falsifying information or failure to complete and file this application may result in revocation of certification and/or assessment of an administrative fine not to exceed \$500.00.

- A \$30.00 renewal fee is required by MCR 8.108(G)(6)(a). Please send checks or money order only, made payable to the "State of Michigan". DO NOT SEND CASH. An additional fee of \$30 is required if mailed after August 1.
- Completed renewal applications and the renewal fee must be **postmarked** no later than August 1.

Send to: **Certification, PO Box 30048, Lansing, MI 48909**

IDENTIFYING INFORMATION (please print or type)

☐ OFFICIAL

☐ FREELANCE

☐ CEO*

☐ CER

☐ CSMR

☐ CSR

Number

Birth date

Last name

First name

Middle initial

Name of employer, business, or court

Residence address (street address, not post office box)

Business address

City and zip

City, county, and zip

Area code and telephone no.

Area code and telephone no.

Firm identification no.

E-mail address

Area code and FAX no.

E-mail address

Have you been convicted of a crime in the last two years?
court, and sentence:

☐ Yes

☐ No

If yes, please specify the date, crime,

EQUIPMENT Indicate the type of equipment with which you make the record.

***CEO RENEWALS** If you are a CEO, provide the name and designation number of each CER who prepares your transcripts.

I certify that the CEO has complied with the 10 hour minimum work requirement and is competently performing the required duties.

Date

Signature of judge or chief judge

WORK HISTORY Specify places of employment and number of weeks worked at each place since September 1 of last year.

Place of Employment

 Number of Weeks Worked in the
Field of Court Reporting/Recording

I have maintained my court reporting skills and continue to comply with applicable sections of the Manual for Court Reporters and Recorders.

Date

Applicant's signature

Renewal applications received after August 31 will go to the Board of Review for determination whether certification should be renewed without the necessity of taking the certification test.